

ADA Design Memo – Guidance

The design submittal required by Operations – ADA Unit from CO pertains heavily to the success of the ongoing ADA transition plan and the federal requirement of tracking and documenting elements that do not meet ADA standards. The process of submitting a design submittal is outlined in this document. The submission is performed via SharePoint.

For **external agency (consultant or local agencies) submission**, please request for a Partner account for SharePoint access using this guide: <https://www.dot.state.mn.us/ada/pdf/SPUserInstruction.pdf>

Note that it takes **0-3 DAYS** for a Partner account to be ready so please plan ahead.

1.1 Submission

- 1.1.a Open MnDOT ADA Design page - <http://www.dot.state.mn.us/ada/design.html>
- 1.1.b Click on "[SharePoint: ADA Design Memo](#)" under "**Checklist/Submittals**" section.
- 1.1.c A log-in prompt may pop-up depending on where you login from. Login using your AD account with "ad\" followed by your username (e.g. ad\chng2dic) and password.
- 1.1.d Click on the "**+New Document**" to submit/upload a new design memo.

ADA DESIGN MEMO*
*to be completed by Project Designer REVISION 8/22/2006

SP #: District: City: TH(s):

Project Description (Stand alone, Mill and Overlay, Reconstruction, etc.):

MnDOT/Consultant (firm's name) Lead ADA Designer(s) Engineer of record

Project Designed by:

Letting Date: Letting Agency:

Survey Method Used: Vertical Acc. (ft) Horizontal Acc. (ft) Date of Survey Design Survey Crew Chief Comment

Number of Quadrants (no APS) Number of Quadrants (with APS/PB)

Sidewalk/Trail Work on MnDOT Right-of-Way? ☐ Yes ☐ No
click [here](#) for sidewalk/driveway measurement method example.

Any ADA-governed (curb ramps, sidewalks, driveways, etc) facilities work deferral? ☐ Yes ☐ No

Number of Non-compliant Curb Ramps: Ramp slope > 8.3%: Landing slope > 2.0%: PAR is less than 4 ft:

Number of Non-Compliant Curb Ramps due to Roadway: Inslope/X-walk > 5%: Flowlines > 2%:

Number of Curb Ramps in Plan w/ Flowlines: between 2% - 3% w/ Note: > 3% w/ Profiles or x,y,z's:

Total number of Push Buttons:

Number of Push Buttons that don't meet standards: Offset/Setback/Separation/Landing Criteria: < 6 ft MAR: Button < 2 ft from grade break/back of walk:

State the number of non-compliant elements in Plans:

Attach documentation along with alternatives considered for the non-compliant design elements. Include **mitigation steps taken** and **reason(s)** why it still can't be compliant.
Example of documentation includes but is not limited to: Design plans with calculations, review and analysis of ADA field walk recommendations, emails, photographs, correspondences with public/local agency, etc.

ZIP THE FILE TOGETHER BEFORE UPLOADING!
Upload the file at this link:
<https://connect.mn.gov/sites/mndot-teams3/ADA/DesignerDocumentation/Forms/AllItems.aspx>
After upload, select SP number from drop-down to link document.

If ANY ped ramps are proposed to be excluded from the project, include ALL compliance checklist forms in the zipped attachment for existing curb ramps to verify compliance.

☐ I certify that the information entered on this form and the submitted compliance checklist forms are accurate to the best of my knowledge and were completed by me or under my direct supervision.

Submit to ADA Compliance

Section A

Section B

Section C

Section D

Section E

Figure 1 - Screenshot of the actual memo

1.2 Section A

SP #:	<input type="text"/>	District:	<input type="text" value="Select..."/>	City:	<input type="text"/>	TH(s):	<input type="text"/>
Project Description (Stand alone, Mill and Overlay, Reconstruction, etc...)							
<input type="text"/>							
MnDOT/Consultant (firm's name)		Lead ADA Designer(s)		Engineer of record			
Project Designed by:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Letting Date:	<input type="text"/>	<input type="text"/>	Letting Agency:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Section A consist of project information and background details.

1.3 Section B

Survey Method Used	Vertical Acc. (ft)	Horizontal Acc. (ft)	Date of Survey	Design Survey Crew Chief	Comment
<input type="text" value="Select..."/>	<input type="text" value="±"/>	<input type="text" value="±"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> Click to add more survey method					
Number of Quadrants (no APS)			Number of Quadrants (with APS/PB)		
<input type="text"/>			<input type="text"/>		
Sidewalk/Trail Work on MnDOT Right-of-Way? <input type="radio"/> Yes <input type="radio"/> No click here for sidewalk/driveway measurement method example.					

Section B request for detailed survey information, number of curb ramp quadrants involved in the project with or without APS/PB (Accessible Pedestrian Signals/Push Button), and total sidewalk, trail, and driveway work (if any) on MnDOT R/W.

1.4 Section C

Any ADA-governed (curb ramps, sidewalks, driveways, etc) facilities work deferral?		<input type="radio"/> Yes	<input type="radio"/> No
Number of Non-compliant Curb Ramps	Ramp slope > 8.3%:	<input type="text"/>	<input type="text"/>
	Landing slope > 2.0%:	<input type="text"/>	<input type="text"/>
	PAR is less than 4 ft:	<input type="text"/>	<input type="text"/>
Number of Non-Compliant Curb Ramps due to Roadway	Inslope/X-walk > 5%:	<input type="text"/>	<input type="text"/>
	Flowlines > 2%:	<input type="text"/>	<input type="text"/>

Section C prompts for information on deferred ADA work such as curb ramps, driveways, and sidewalks that should have been part of the scope but could not be included. Reasons can be indicated in the comment section that will appear if “Yes” is selected (not shown in the picture above). Fields in the following segment require any non-compliant elements in the curb ramp design to be quantified. Documentation supporting reason for non-compliance design need to be uploaded per instruction in the memo.

1.5 Section D

Number of Curb Ramps w/ Existing Flowlines	between 2% - 3% w/ Note:	<input type="text"/>	*
	> 3% w/ Profiles or x,y,z's:	<input type="text"/>	*
Total number of Push Buttons:		<input type="text"/>	
Number of Push Buttons that don't meet standards	Offset/Setback/Separation/Landing Criteria:	<input type="text"/>	
	< 6 ft MAR:	<input type="text"/>	
	Button < 2 ft from grade break/back of walk:	<input type="text"/>	
State the number of non-compliant elements in Plans:		<input type="text"/>	*

Section D prompts for existing condition – particularly important for retrofits – of flowlines at curb ramps to be quantified. The total number of push buttons includes all push buttons that are designed for in the plan, **EXCLUDING** existing. Fill in the total number of push buttons not meeting standards and document and upload the documentation stating alternatives or reasons why the design is not compliant.

The last field in Section D should be a sum of all non-compliant elements from the design including any reason that was not listed in other parts of the Design Memo.

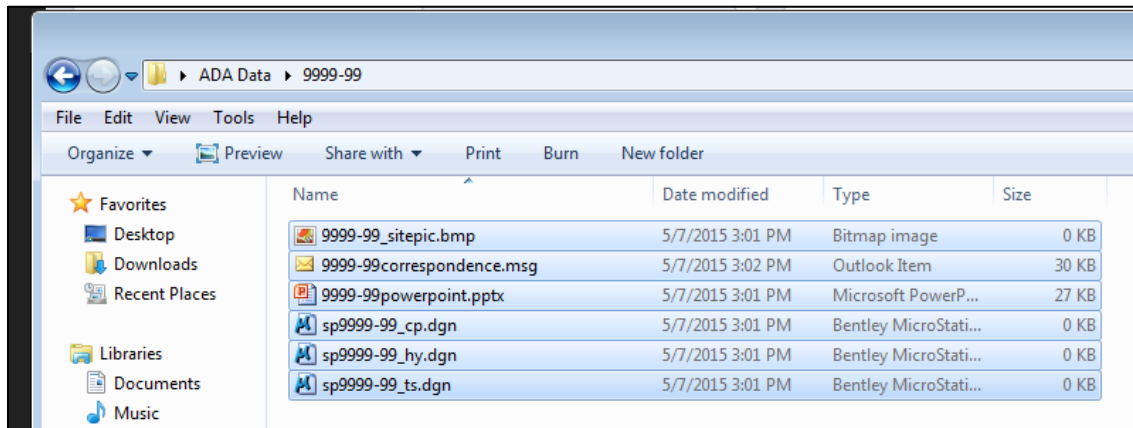
1.6 Section E

<p>Attach documentation along with alternatives considered for the non-compliant design elements. Include mitigation steps taken and reason(s) why it still can't be compliant.</p> <p>Example of documentation includes but is not limited to: Design plans with calculations, review and analysis of ADA field walk recommendations, emails, photographs, correspondences with public/local agency, etc.</p> <p>ZIP THE FILE TOGETHER BEFORE UPLOADING!</p> <p>Upload the file at this link:</p> <p>https://connect.mn.gov/sites/mndot-teams3/ADA/DesignerDocumentation/Forms/AllItems.aspx</p> <p>After upload, select SP number from drop-down to link document.</p> <p>If ANY <u>ped</u> ramps are proposed to be excluded from the project, include ALL compliance checklist forms in the zipped attachment for existing curb ramps to verify compliance.</p> <p><input type="checkbox"/> I certify that the information entered on this form and the submitted compliance checklist forms are accurate to the best of my knowledge and were completed by me or under my direct supervision.</p> <p>Submit to ADA Compliance</p>
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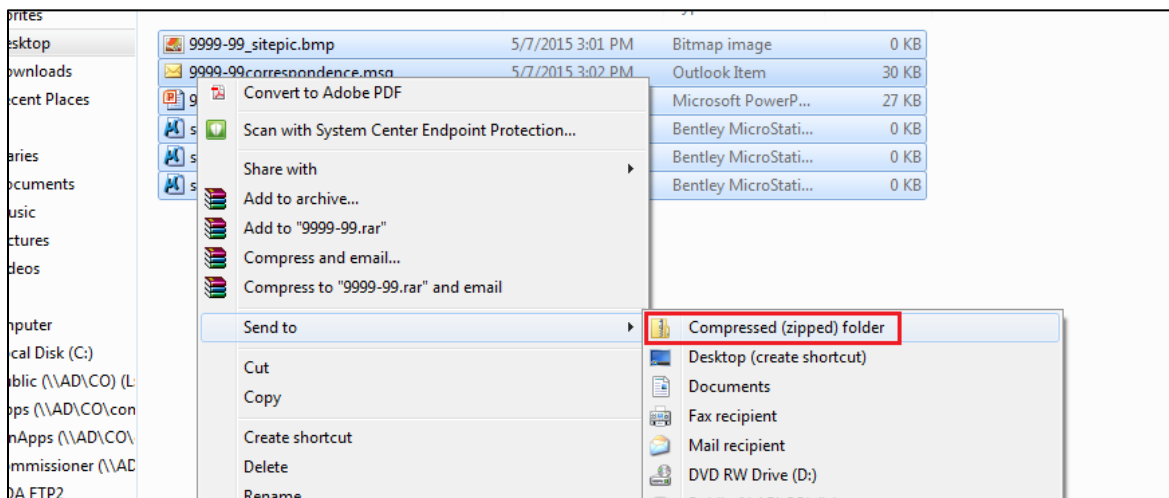
Section E is a summary of requirements based on presence of non-compliant design. Before submission, check the box above the submission button to certify all given information are true to the best of the uploader's knowledge – then click submit.

2 Step-by-step Guide to Documentation Upload

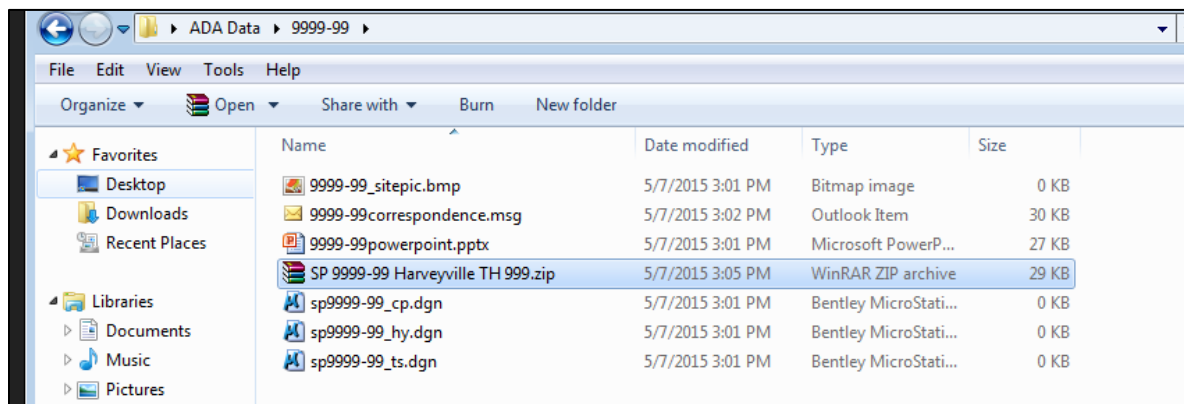
a) Select all files you want to zip



b) Right-click -> Select "Send To" -> Select "Compressed (zipped) folder"

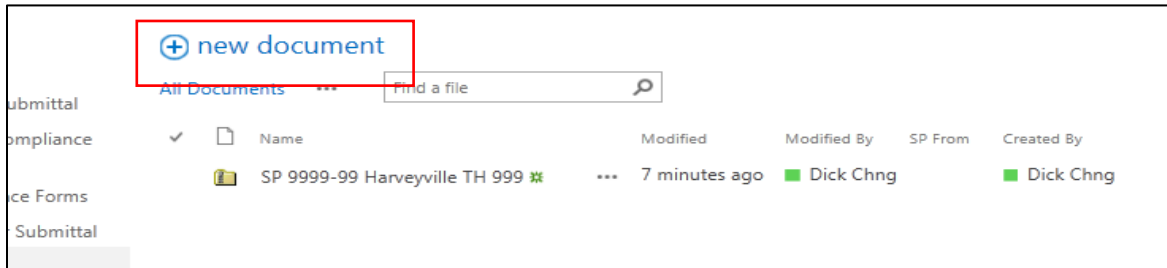


c) The new file created should have a .zip extension in the file name.

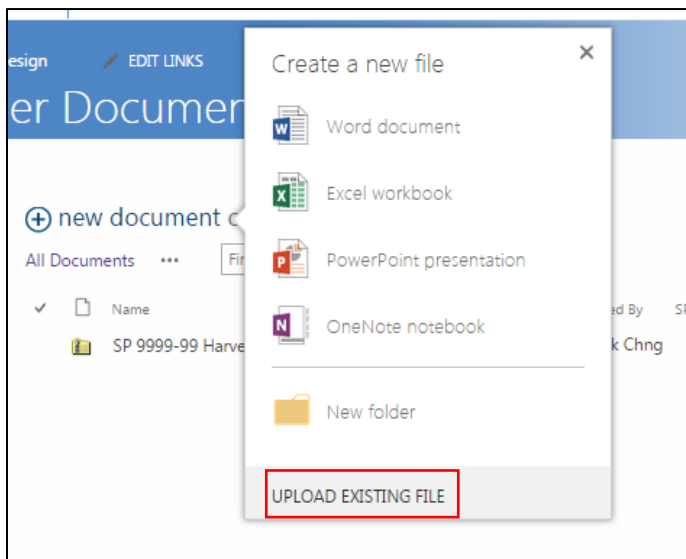


Last update 10/13/2016

- d) Upload the zipped file to the link (<https://connect.mn.gov/sites/mndot-teams3/ADA/DesignerDocumentation/Forms/AllItems.aspx>) given in the submittal form. Click on "new document" to submit zipped documentations for your project.



- e) Click on "UPLOAD EXISTING FILE" – choose your zipped file and click OK.



- f) This window should pop-up prompting edit of Name, Title and SP From to choose. **Make sure to submit the Designer Submittal form prior to uploading any documentations** or else the SP will not show up in the dropdown list. Click Save.

